**Sample Birthday Invitation Letter (Informal):**

To: (enter email addresses)

Subject: IT’S MY BIRTHDAY!! (or subject of your choice

Hi guys!

So, as most of you know this Saturday/next week/in two weeks time it’s going to be my birthday and I want to host a huge party so we can all celebrate!

I’ve managed to sort out a really cool location that I think most of you will love. There will be food and drinks provided for the lunch/dinner and if you guys are free the rest of the day/evening/afternoon/night I’m hoping to head for cocktails too!

Date:

Place:

Time:

Dress code:

(give details)

Really really hope to see as many of you there as possible! Please drop me a message as soon as you know if you can make it so I can let the restaurant/bar/place know numbers.

Take care,

(insert name)

(insert contact details)